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Office Memorandum • UNITED STATES GOVERNMENT

TO : Chief, Admin. & Training Staff

DATE: 16 February 1954

FROM : Executive Officer

SUBJECT: Categories of Activities of
the Security Office

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1. For your guidance in maintaining a statistical record of man days expended in the various activities of the Security Office, the following format and definitions are suggested.

2. In your submittal of statistical data concerning the status of personnel cases during each month, you may furnish information along the following lines:

"The activities of the Security Office for the month of _____ were divided between the following general categories:

INVESTIGATIONS AND CLEARANCES:

(All activities related to the investigation and clearance of persons for employment, association, or contact by the Agency)

_____ % man days

OPERATIONAL SUPPORT:

(All activities related to the furnishing of Security support in connection with covert operations)

_____ % man days

OTHER SECURITY MATTERS & ADMINISTRATION:

(All activities related to the administration of the Security Office; the recommendation of Security policy, and the execution of the security program, including implementation of procedures, controls, safeguards, research, inspections and guidance, all devoted to the protection of classified information and material, and the facilities of the Agency)

_____ % man days

"Attached hereto are statistics reflecting the status of cases under the category of Investigations and Clearances."

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